



Creating a Separation Ticket

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November 2021
Human Resources

Creating a Separation Ticket

- Open your preferred Internet Browser and access the following link:

<https://msudenver.teamdyna.com/TDCClient/2313/Portal/Requests/ServiceDet?ID=45994>

- Select **Submit a Separation**

The screenshot shows the Metropolitan State University of Denver Information Technology Services portal. The page title is 'Employee Separation'. A red box highlights the 'Submit a Separation' button. The page content includes sections for 'What is it?', 'Who can request this?', 'Requirements', and 'What to expect'. The 'Details' section shows the service ID (42094), creation date (Thu 10/1/20 7:04 PM), and modification date (Thu 4/15/21 2:41 PM). The 'Attachments' section shows 'No files found'.



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Separation Ticket

- The website will recognize your credentials and log you in
- Under the **Requestor** section, your name will auto populate as the main contact on this ticket. If there is another person who should be the main contact, you may search for their name using the Spy Glass option to the right
- Under the **Acct/Dept** section, the department that you are in will auto-populate as the account/department under which the ticket falls in. If there is another account/department that should be listed, you may search for the specific department using the Spy Glass option to the right

METROPOLITAN STATE UNIVERSITY OF DENVER
Information Technology Services

Search the client portal Carlos Alcalá

Home System Status Projects/Workspaces Services Knowledge Base

Service Catalog | User Accounts & Access | Employee Permissions & Transitions | Employee Separation

Employee Separation

+ Show Help - Hide Help

Supervisors submit notification of a separating FTE or student employee so HR and ITS can conduct proper off-boarding.

Requestor (Supervisor of Separating Employee) *

This is the person who is the main contact on this ticket.

Carlos Alcalá x

Acct/Dept *

The account/department under which the ticket falls.

Human Resources x



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Separation Ticket cont.

- Enter **Supervisor Contact Phone Number**
- Enter the name of the **Separating Employee**. You may also utilize the Spy Glass to the right to search for the Separating Employee
- Enter **Separating Employee's 90_ Number**
- Select **Separating Employee's Classification**

Supervisor Contact Phone Number

Separating Employee *

Select the employee who is separating from the university.

Start typing...

Separating Employee's 900/901 Number *

Separating Employee's Classification *

Full-Time Staff
 Full-Time Faculty
 Affiliate Faculty
 Student Employee
 Temporary Employee





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Separation Ticket cont.

- Select **Type of Separation**
- Enter **Last Work Date**
- List **Last Day End Time** (HH:MM) (Optional)

Type of Separation *  


Please select one. Retirement may be voluntary, but in that case, please select "Retirement."

Retirement

Voluntary

Involuntary

Last Work Date * 

Last Day End Time 

Default time is 4:00pm unless you indicate otherwise here.



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Separation Ticket cont.

- Attach any **Final Documentation** for Separating Employee (Resignation Letter, Final Timesheet)
- Select **Request**

Documentation to Attach

- For **faculty or full-time staff**, please attach their **resignation letter**.
- For **student employees or temporary staff**, you may attach their **final time sheet**, if applicable.

Attachment  

Resignation Letter or Time Sheet (see above)

Browse... No file chosen

Request

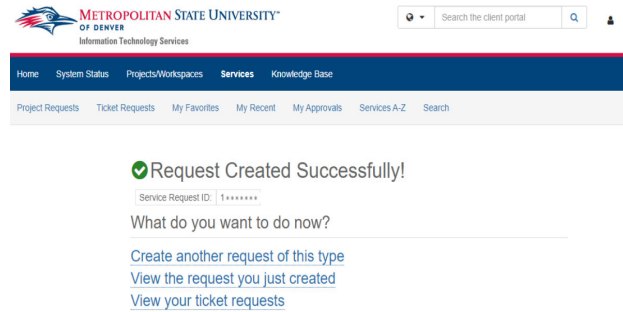


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Separation Ticket cont.

- After you select **Request**, you will receive confirmation that the ticket has been submitted.
- An email will be sent to ITS and Human Resources notifying them of the separating employee.
- If any additional information is needed from ITS or Human Resources, a representative will reach out to the **Requestor** of the Separation Ticket.



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Thank You

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